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**MINUTES OF THE REGULAR BUSINESS MEETING OF THE  
CIVIL SERVICE COMMISSION  
MAY 12, 2011**

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**CALL TO ORDER**

The Regular Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, May 12, 2011.

**ROLL CALL**

COMMISSION MEMBERS PRESENT:

*Jerry Cano*, Chairperson  
*Raphael Courtney*, Commissioner  
*Martin Martinez*, Commissioner

COMMISSION MEMBERS ABSENT:

*William Sendt*, Vice-Chairperson  
*Leticia Camacho*, Commissioner

STAFF PRESENT:

*Stacey Stevenson*, Human Resources Director  
*Lilia Muñoz*, Human Resources Technician

REPRESENTATIVES PRESENT:

*Chris Zapata*, City Manager  
*Ramona Rios*, Councilmember

**SALUTE TO THE FLAG**

Chairperson Cano led the pledge of allegiance to the flag.

**PUBLIC COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

**Regular Meeting of January 13, 2011**

**Action:** Due to absence of Vice-Chairperson Sendt and Commissioner Camacho, the approval of the minutes was tabled until the next Civil Service Commission Meeting.

## **REPORTS FOR FILE**

### **Personnel Report Report of Vacancies**

HR Director Stacey Stevenson informed the Commission that due to the Voluntary Separation Program last year, the City authorized only promotions for filling safety sensitive positions within the Fire and Police Departments. However, the departments will not be back filling the bottom positions; five Firefighter and five Police Officer positions. In addition, due to the resignation of the Finance Director and upcoming retirement of the Financial Services Officer which is second in command, the City is currently recruiting for the position of Financial Services Officer.

**Action:** No Motion made; however were approved to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **Organization & Budget Update: Non-action item presentation**

City Manager Chris Zapata provided a powerpoint presentation to the Commission in regards to the City's budget and organization.

## **STAFF COMMENTS**

HR Director Stacey Stevenson gave the Commission an overview of the second round of the Voluntary Separation Program which is limited to 23 job classifications within the executive and management level groups.

She also informed them that the hearing that they recently completed, the individual did exercise their right and appealed to the City Council. A special meeting has been scheduled for May 31, 2011 at 5:30 p.m. in the Council Chambers.

Councilmember Ramona Rios introduced herself and thanked the Commission for their service.

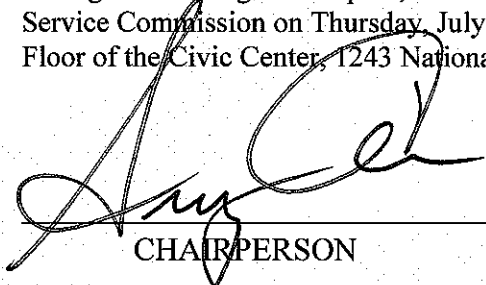
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**COMMISSIONER COMMENTS**

Chairperson Cano thanked the Commission for having him back and it was a pleasure to be back.

**ADJOURNMENT**

**Action:** Motion made by Courtney, seconded by Martinez, and unanimously carried to adjourn the regular meeting at 6:20 p.m., Thursday, May 12, 2011, to the next regular meeting of the Civil Service Commission on Thursday, July 14, 2011, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.

  
CHAIRPERSON

  
DATE APPROVED

*Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.*